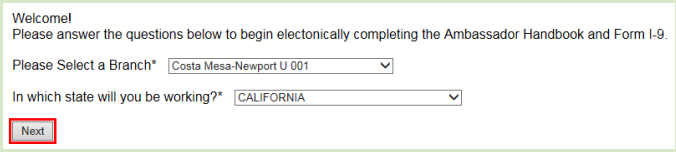
VerifyNow! Quick Reference Guide

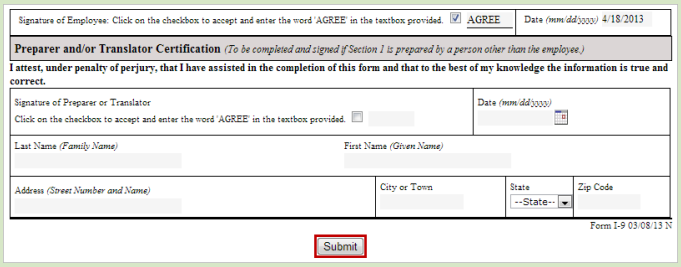
Submitting a Form I-9 Through *VerifyNow!*

1. Employee Completes Form I-9 Section 1

1. Double click the **Online Hiring Paperwork** desktop shortcut.
2. Have the Ambassador enter login information, select the appropriate branch, and select the state in which he/she will be working. Click **Next**.


Welcome!
Please answer the questions below to begin electonically completing the Ambassador Handbook and Form I-9.
Please Select a Branch*
Costa Mesa-Newport U 001
In which state will you be working?*
CALIFORNIA
Next

3. Have the Ambassador read through and sign the Ambassador Handbook, and select whether to receive an electronic or paper version of the Handbook.
4. Have the Ambassador read through the Form I-9 instructions and click **Continue To Section 1**.
5. Have the Ambassador accurately complete Section 1.
6. When complete, have the Ambassador click **Submit** at the bottom of the form.

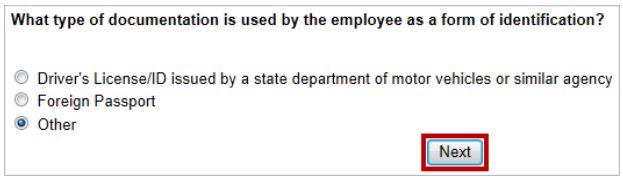

Signature of Employee: Click on the checkbox to accept and enter the word 'AGREE' in the textbox provided.
AGREE
Date (mm/dd/yyyy) 4/18/2013
Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)
I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.
Signature of Preparer or Translator
Click on the checkbox to accept and enter the word 'AGREE' in the textbox provided.
Date (mm/dd/yyyy)
Last Name (Family Name)
First Name (Given Name)
Address (Street Number and Name)
City or Town
State
--State--
Zip Code
Form I-9 03/08/13 N
Submit

7. Use the link to view the Lists of Acceptable Documents if desired.

2. Verify Employment Eligibility

1. Log into RothNET.
2. Go to Access Me and click **VerifyNow!**.
3. Select the appropriate branch from the dropdown menu.
4. Perform a search to locate the Ambassador's Form I-9.
5. Click **Verify** under the **Action** column.

6. Designate whether the Ambassador is using a driver's license, foreign passport, or neither. If you select foreign passport, designate whether the Ambassador is a J-1 visitor or student.


What type of documentation is used by the employee as a form of identification?
Driver's License/ID issued by a state department of motor vehicles or similar agency
Foreign Passport
Other
Next

7. Enter information for either List A or List B/List C documents.
   NOTE: For full instructions on entering List A or List B/List C documents, please refer to the *VerifyNow!* User Manual.
8. Enter your electronic signature and click **Verify** at the bottom of the form.

Need Additional Help? Please refer to the *VerifyNow!* User Manual or submit a Help Desk ticket.

3. Act According to Case Result

1. Employment Authorized: Ambassador has been cleared to work and you may close the case.
2. Tentative Nonconfirmation (TNC): Information on the Form I-9 does not match SSA or DHS records, and you must work with the Ambassador to close the case or contest the results.
3. DHS Verification in Process: DHS is verifying documents and you must check back for the result and act according to the result.
   NOTE: For full instructions on follow up for each case result, please refer to the *VerifyNow!* User Manual.

4. Re-verify Employees When Documents Expire

1. Go to the **Active I9 Forms** tab.
2. Check for Form I-9s with expired documents. They will have the option of **Reverify** under the **Action** column.
3. Click on **Reverify** and fill out Section 3 of the Form I-9.

NOTE: Section 3 is not verified through *VerifyNow!*, but simply updates internal records.

BEST PRACTICE
Making Copies of Employee Documents

It is a company policy that we do not make copies of employee documents. However, there is one exception: if an employee presents a U.S. Passport, U.S. Passport Card, Form I-551, or Form I-766, make a photocopy of the document, print a copy of the Form I-9, and keep both in a Form I-9 file sorted alphabetically by employee last name.

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VerifyNow! Quick Reference Guide

VerifyNow! Form I-9 Management

Searching for a Form I-9

1. Log into RothNET.
2. Go to AccessMe and click on **VerifyNow!**.
3. Click the **Active I9Forms** or **Completed I9Forms** tab.
4. Select your branch from the dropdown menu.
5. Enter your search criteria into the search fields and click **Search**.

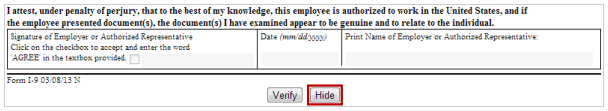
Viewing Case Details

1. Run a Completed Form I-9 search to locate the Form I-9.
2. Click **Get Case Details** under the **Action** column.

Hiding a Form I-9

You should only hide a Form I-9 that is inaccurate, incomplete, or was not verified within 3 days.

1. Run a search to locate the Form I-9 you wish to hide.
2. Click **Verify** under the **Action** column.
3. Scroll to the bottom of the form and click **Hide**.


I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.
Signature of Employer or Authorized Representative
Click on the checkbox to accept and enter the word AGREE in the textbox provided.
Date (mm/dd/yyyy)
Print Name of Employer or Authorized Representative:
Form I-9 03/08/13 N
Verify
Hide

Accessing a Hidden Form I-9

1. Click the **Completed I9Forms** tab.
2. Select your branch from the dropdown menu.
3. Check the **Show Hidden Forms** box and click **Search**.

Saving or Printing a Form I-9

1. Run an Active or Completed Form I-9 search to locate the Form I-9 you would like to save or print.
2. Click **View/Print** under the **Action** column. This will open the Form I-9 in PDF format.
3. Depending on the internet browser you use, click the **Save** or **Print** buttons in the top left hand corner of the screen or in the toolbar that appears.

Need Additional Help?
Please refer to the *VerifyNow!* User Manual or submit a Help Desk ticket.

Frequently Asked Questions

Q: Why does a screen pop up asking if the employee is using a foreign passport or driver's license?
A: Foreign passports and driver's licenses have specific requirements for the Issuing Authority and Document # fields, which have been built into *VerifyNow!*. Making this selection prompts these field requirements, ensuring the Form I-9 is correctly filled out before it is submitted.

Q: What am I supposed to enter for the Permanent Resident Card document number? Why am I receiving an "invalid input field format" error message?
A: The correct document number is at the bottom of the card and consists of three letters followed by ten numbers. A person's Alien # is NOT the document number.

Q: What do I do with a Resident Alien Card that has neither an expiration date nor a document number?
A: Cards issued before 1997 may not have an expiration date or document number. For these cards, enter AAA0000000000 in the **Document Number** field.

Q: Can abbreviations be used when filling out Section 2?
A: When entering the issuing authority for the employee's documents, you can use "SSA" for Social Security Administration and "DHS" for Department of Homeland Security. For any other issuing authority, however, you must spell it out completely. You must also enter your full title for the signature at the end of Section 2 (i.e. Business Solutions Specialist versus BSS).

Q: The employee presented a Social Security Card that says it is not valid for employment or valid for employment only with INS or DHS approval. Can I still use this as a List C document?
A: Any Social Security Card that says "Not valid for employment", "Valid for work only with INS authorization", or "Valid for work only with DHS authorization" are for identification purposes only, and are not a valid List C document to verify employment eligibility. The employee must present you with a different List C document for verification.

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